

TOPIC SHEET 7
CHIEF PETTY OFFICERS= QUARTERS AND MESSSES

A. INTRODUCTION:

Topic 7 discusses the Chief Petty Officers= quarters and messes. It is important for us to be aware of the functions, purpose, and regulations governing the CPOs= quarters and messes both ashore and afloat.

B. ENABLING OBJECTIVES:

- 7.1 Describe the functions governing Chief Petty Officers= quarters and messes both ashore and afloat.
- 7.2 State the purpose governing the Chief Petty Officers= quarters and messes both ashore and afloat.
- 7.3 List the regulations governing the Chief Petty Officers= quarters and messes both ashore and afloat.
- 7.4 Explain the Dining-In process.

C. TOPIC PREPARATION:

- 1. Read: There are no materials to be read prior to this lesson.
- 2. Complete: There are no assignments for completion prior to this lesson.

D. REFERENCES: None

E. SUPPLEMENTAL READINGS:

These readings are suggested as additional source of information. Although not required, you are encouraged to review these readings to broaden your perspective of the lesson.

- 1. OPNAVINST 11103.1, Adequacy, Assignment, Utilization, and Occupancy of Navy Unaccompanied Personnel Housing (UPH).
- 2. NAVSUP P-483, Volume II, appendix F, Local Credits of Messes Afloat.
- 3. NAVSUP-3520, Nonappropriated Fund Accounting Procedures, Accounting Procedures.
- 4. OPNAVINST 1710.7, Social Usage Protocol,. Officer of the Chief of Naval Operations,

Washington, D.C.

F. INSTRUCTION SHEETS:

1. TS 7 Chief Petty Officers= Quarters and Messes
2. OS 7-1 Chief Petty Officers= Quarters and Messes
3. IS 7-2 The Dining-In

OUTLINE SHEET 7-1 CHIEF PETTY OFFICERS= QUARTERS AND MESSES

A. OUTLINE OF INSTRUCTION:

1. Introduction

This topic is an introduction to the proper operation of the CPOs= messes ashore and afloat. We will first examine the operation of the CPOs= mess afloat. Second, we will examine the private mess organization. Third, we will briefly look at the proper operation of the CPOs mess ashore, and the requirements for CPO berthing ashore.

2. CPO Mess

The CPO mess is a tangible symbol of strong, effective, goal-oriented leadership. The CPO mess afloat is one of our fleet's great strengths. It has a greater degree of unity built into the organizations. The CPO mess provides unit cohesion, training and education in heritage and tradition of a great Navy. In many ways, it serves as a lifeline in enforcing the Navy's Core Values.

During the CPO initiation season, such as now, the CPO mess has a special challenge, a unique set of obligations, a commitment to keep. And a truly committed Chief understands that membership in the Chief's mess comes with obligations that are not subject to personal interest, but to the cohesive unit we call the Chiefs.

3. Responsibilities

Commanding Officers are responsible for the proper operation of the CPOs= mess within their command. Normally, Commanding Officers keep aware of mess operations through monthly audits. If the CPOs= mess appears not to adhere to regulations governing the proper operation of the mess, the Commanding Officer takes immediate corrective action.

4. Chief Petty Officers= Mess Afloat

a. Purpose

The CPO mess is a benefit of your new pay grade. Due to the unique position that the CPO fills, it became a necessity to have separate berthing and messing. Separate messing for Chiefs is set aside when space is available. When personnel of the other armed services visit or are attached to an afloat command, they receive the same privileges as naval personnel in the equivalent pay grade.

b. Mess positions and responsibilities

(1) Food Service Attendants (FSA)

The CPO mess is allowed 1 cook for every 75 mess members and 1 Food Service Attendant (formerly messman) for each 15 mess members. For example, if your CPO's mess has 76 members, you are allowed 2 cooks and 6 messmen.

(2) Mess President

(a) Appointment

The CPO, who has seniority for purposes of military authority and permanently attached to the command serves as the mess president. Normally this is the Command Master Chief, Command Senior Chief, or Command Chief.

(b) Duties

The mess president presides over the mess, maintains good order, and ensures compliance with all governing rules and regulations. The mess president sets the example for conduct and looks after the welfare of mess members. The president also approves the menu and ensures the mess serves nutritious, well-balanced meals. In the mess president's absence, the next senior mess member serves as the acting mess president.

(3) Mess Treasurer

(a) Appointment

Essentially, the Commanding Officer appoints the mess treasurer. In reality, the mess members elect the mess treasurer, and the Commanding Officer gives the final approval.

- 1) The Commanding Officer also decides the mess treasurer's length of term in office.
- 2) The mess treasurer should not have supply, subsistence, retail sales, or disbursing-related duties.

(b) Duties

The mess treasurer keeps an account of the expenditures and receipts of the mess so that the financial status of the mess can be determined at any time. The treasurer also ensures the efficient operation and management of the mess.

- 1) Ensures all bills are paid before the ship leaves port. (If any bills remain unpaid, the treasurer notifies the Commanding Officer of the number and amount of unpaid bills on the day the ship leaves port.)
- 2) Reimburses the food service officer or disbursing officer for provisions purchased from the enlisted mess no later than the next payday following the end of the month in which the provisions were purchased.

5. The Chief Petty Officers' Association (CPOA)

a. A private organization

- (1) Each command usually has a private organization separate and distinct from the CPOs= mess that provides for the welfare and recreation of its members. This private organization is called the Chief Petty Officers= Association (CPOA).
- (2) The rules and regulations of the CPOs= messes normally do not apply to the CPOA. The CPOA can elect officers, collect initiation fees, assess monthly dues, and spend the money any way members choose.

b. Authorization

The CPOA is defined as a category VI, Morale, Welfare, and Recreation program. The Commanding Officer gives written permission for the CPOA to use base or shipboard facilities to conduct meetings.

c. Financial responsibilities

- (1) The CPOA may not operate as a business. The Navy strictly prohibits making loans of money from operating capital.
- (2) The CPOA may raise operating capital from dues or by selling merchandise to members only.
- (3) CPOA may NOT receive non-appropriated funding from morale, welfare, and recreation funds.

d. Accounting

- (1) Chief Petty Officers= Associations should follow Navy financial accounting procedures. The Morale, Welfare, and Recreation office is normally assigned to advise and assist the CPOA in financial procedures.
- (2) The CPOA may be subject to an annual informal audit by the Commanding Officer when operating on a naval base or ship.

6. Chief Petty Officers messes ashore

a. Purpose

CPOs= messes ashore are category V, Morale, Welfare, and Recreation programs. The messes are designed to promote and maintain the well-being, morale, and efficiency of personnel by providing dining, social, entertainment, and recreational facilities.

b. Patronage

The CPOs= messes are non-membership, non-appropriated fund activities, with exception. Commands operate the messes for active-duty military personnel in pay grades E-7, E-8, and E-9, and their families assigned to a military installation. The messes also serve other armed forces personnel in equivalent pay grades and their families. The Commanding Officer may authorize additional patronage if facilities of the mess permit.

c. Mess dues

When approved by the Commanding Officer, messes may charge membership dues. Membership is voluntary and commands must notify the Commander Naval Military Personnel Command (COMNAVMILPERSCOM) when establishing dues.

When messes charge dues, nonmembers and their families will be denied use of the facilities. Exceptions will be made for essential food service, official functions, and command-recognized group functions as determined by the Commanding Officer.

d. Funding

Appropriated funds may be used for the construction of facilities; thereafter, all funding must be from non-appropriated funds. COMNAVMILPERSCOM serves as the designated program manager for both local funds through various activities. They include the resale of food, bar, and sundry items; the resale of items in other departments (this includes Navy Exchanges, barber shops, optical shops, and so forth); and commissions from vending machines. They also include funds generated from recreational activities such as bingo, entertainment, dues, and slot machines where authorized. Reimbursement for various services and any grants and/or loans received also generate funds.

e. Mess manager

The mess manager may be either a military person or a civilian-salaried employee of the mess. Normally the mess manager is a civilian employee of the mess. The mess manager is responsible to the Commanding Officer for the proper operation of the mess.

f. Advisory board

The advisory board consists of personnel from the naval station or base, subordinate activities, tenant commands, and fleet units home-ported or home-based at the station. The advisory board provides the Commanding Officer with information about the mess from which to make decisions. Members appointed to the advisory board reflect the messes= command and minority representation. The activity manager attends the meetings of the advisory board in a nonvoting status.

7. Difference between CPOs= mess and CPOA

Now that you will become a member of the AChiefs= mess, you need to know the difference between the CPOs= mess and the private organization, the Chief Petty Officers Association (CPOA). CPOs= mess, which consists of all personnel E-7 through E-9, provides messing only. The CPOA, which consists of members who pay dues, provides recreational activities, such as parties, outings, and special events like your initiation. Your personal support funds the CPOs= mess ashore. Since you may be called on to serve as an officer of the CPOs= mess or the CPOA you should read all pertinent instructions governing their overall operation.

8. The Dining-In (See Information Sheet 7-2, the Dining-In).

9. CPOs= quarters ashore

a. Standards

CPOs= quarters ashore should meet certain standards of adequacy. The minimum requirements are as follows:

(1) Berthing policy

E-7 to E-9 personnel will be berthed separately from personnel in lower pay grades with separate lounge and bath facilities, and may be berthed in historically underutilized housing.

(2) Permanently assigned personnel

(a) 270 square feet net living area

(b) Private room with private bath

(3) Transient personnel

(a) 250 square feet net living area

(b) Private bathroom shared with not more than one other.

(4) Permission to use privately owned furnishings

(a) Off-Base

Personnel E-7 and above who choose to live off base and who are not already drawing BAQ are entitled to BAQ at the rate provided for personnel without dependents. If you are on temporary additional duty, you are entitled to per diem if adequate quarters cannot be provided. Remember, your orders must be endorsed to indicate adequate quarters were not available.

(b) Assignments

All quarters ashore have certain rules regarding assignment of quarters. Essentially, the rules for occupancy are as follows:

- 1) Planned occupancy of 20 weeks or more meets permanent assignment criteria; if under 20 weeks, transient space criteria will be provided.

- 2) Living off base and receiving BAH is encouraged for permanently assigned personnel, when necessary, to reduce inadequate transient accommodations.
- 3) Members may voluntarily accept inadequate housing.
- 4) Where facilities permit, personnel in pay grades E-7 through E-9 should be housed in separate quarters. When CPOs are housed in the quarters with personnel in lower pay grades, a separate common-use area must be provided exclusively for Chief Petty Officers.

10. Summary

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INFORMATION SHEET 7-2

THE DINING-IN

A. INTRODUCTION:

Information Sheet 7-2 provides a brief history, purpose, and tradition of dining-ins. The focus of the information is on the formal process that is required when conducting the event. Additionally, several do's and don'ts are included to assist Chief Petty Officers in the correct observance of the dining-in.

B. REFERENCE:

1. OPNAVINST 1710.7, Social Usage and Protocol, Office of the Chief of Naval Operations, Washington, D.C.

C. INFORMATION:

A dining-in is a formal dinner given by a wing, unit, or organization. It may honor a departing individual or welcome a new one. It may give recognition to a dignitary or to individuals and unit achievements. It may simply be a pleasant way for individuals to get better acquainted.

The custom of the dining-in is a very old tradition. It probably began in England in the monasteries; early universities incorporated the custom and military units adopted it as part of their officers' mess. Perceptive commanders realized that camaraderie among their members was extremely important to the effectiveness of their organization. This formal banquet provided an excellent situation in which to recognize outstanding personnel.

During the colonial period in India, mandatory British officers' mess functions were part of such famed units as the Bengal Lancers. As time progressed, these became an integral part of the military social pattern.

During both the first and second world wars, American Forces in Europe experienced this custom and readily assimilated it into their own traditions. They combined the best aspects of their own mandatory messes with those of allied units.

In general, the dining-in is a formal banquet in which members blend a high degree of military atmosphere with an air of tradition and fellowship. It is customary during these functions to pay tribute to those who have made outstanding contributions to the service, to hear an address by a distinguished guest, and to present a series of toasts to dignitaries, heads of state, and to our fallen comrades.

The primary elements of a dining-in are a formal setting, a fine meal, the camaraderie of the members of the mess, the toasts, martial music, and the attendance of an honored guest.

OFFICERS OF THE MESS

The president of the mess is usually the senior mess member. This individual is responsible for the entire organization and operation of the dining-in. The president's duties and responsibilities are to:

- preside over the mess throughout the evening,
- arrange for a chaplain/mess member to give the grace,
- greet all guests, and
- appoint Mr/Madam Vice.

The vice president, usually called Mr/Madam Vice, should be the junior military member of the host mess/group and is in charge of innumerable details. Specific duties include :

- sounding the dinner chimes or mess call, as appropriate, at the proper time,
- testing the main course prior to stewards/waitresses serving the meal and announce to the members of the mess that the meal is fit for chief petty officer consumption,
- discreetly quieting any disturbance, announcing,
- seconding toasts as directed by the president, and
- preparing a list of offenders and offenses (or delegates this appropriately) for the president.

Mr/Madam Vice may hand the list to the president, or read the offenses aloud, as directed by the president.

PLANNING THE DINING-IN

If you should have the task of preparing the dining-in, start early. Two to four weeks before the dinner send out invitations to the guests who are not members of the mess. Use printed or handwritten invitations. Many organizations use the "fill-in" type quite often. Since this is a formal occasion, use formal wording. For example, the wording for official guests should include the phrase "the honor (or honor) of the presence of...," but for personal guests, would read "the pleasure of the company of..." or "...your company." The menu usually consists of three courses, with roast prime rib of beef and Yorkshire pudding, traditional, but not a necessity. Stewards/waitresses will serve wine, in decanters, or place it on the table. When seated at a round table pass the wine counterclockwise.

GUESTS

There are two types of guests, official and personal. The mess, as a whole, will host official guests , (everyone shares their expenses). They are usually senior in rank to the president, such as a distinguished civilian, a senior official of the U. S. government or a distinguished representative of the other armed services. Personal guests invited, with the permission of the president, are usually junior in rank to the president. If you invite a personal guest, you pay all expenses to include the bar tab.

SEATING

The president of the mess sits at the center of the head table with the guest of honor to the right and the next ranking guest to the left. Other guests will sit throughout the mess. Normally, members of the mess will sit according to seniority. Those with the highest rank, sit closest to the head table. Date of rate will determine who sits closest when individuals are equal in rate. The "Vice" will sit at a separate table facing the president.

No one should sit across from those at the head table. Set the tables up to avoid crowding. Adjust seating so as many attendees as possible can observe the head table and Mr/Madam Vice. Post the seating arrangement for the mess outside the dining area so members will know where to sit prior to mess call.

Each place setting in the mess should have a name tag at it. On the name tag, identify what the individual is drinking and eating so the stewards and waitresses can easily accommodate members of the mess. Use colored stars or whatever you and the hosting facility determine makes things simplest.

SEQUENCE OF EVENTS

Dining-ins normally follow a specific and generally accepted sequence of events. Your dining-in will mirror this sequence very closely.

RECEIVING LINE/COCKTAIL HOUR

The receiving line forms at the entrance of the cocktail area and consists of the president and the guest of honor. Mess members should arrive a few minutes early to secure head gear, coats or other items not needed for dinner prior to entering the cocktail area. The president is first in the receiving line and the guest of honor is to his\her right. As you come abreast the president, announce your rate/rank and name, and shake hands. The president will in turn introduce you to the guest of honor, whereby you exchange hand-clasps. After greeting the guest of honor proceed into the cocktail area. The cocktail period is open-bar and lasts approximately 30 minutes. Conversations should be light and of short duration. Attempt to talk with as many comrades and guests as possible, remembering that the cocktail period is for light-hearted conversation and entertainment. The mess will allow smoking during this period if the facility allows for it without inconveniencing other members of the mess.

CALL TO DINNER

The signal for dinner will be the sounding of "mess call" followed by appropriate marching music. After "mess call," as soon as the music starts, all members not seated at the head table should dispose of their drinks and proceed to the dining area, locate their places, and remain standing behind their chairs. Those individuals seated at the head table will remain in the cocktail area until all others have reached the mess area. The narrator will announce, "Ladies and Gentlemen, the head table." The head table will march into the dining room and stand behind their seats. No one may take

their place at a table after the head table has entered without the permission of the president. Conversely, no one may leave without the permission of the president. A member desiring to leave, for any reason, must stand, ask for recognition, and request the permission of the president or Mr/Madam Vice. The president will normally assess a fine or penalty to the requestee and then allow them to depart.

COLOR GUARD

The color guard may contain from one to six color bearers and two color guards. All members of the color guard should be approximately the same height to present the most favorable impression. The color bearer carries the national ensign and commands the color guard. He/she gives the necessary commands for movements and rendering of honors. The organizational colors are always on the left of the national ensign.

The layout of the dining area or needs of the organization may dictate the manner in which you post the colors. The president will command "Parade the Colors" at which time the color guard will march into the dining area. At the Senior Enlisted Academy, all services attending the school will post their services' flag so that all flags are in position when the posting is complete. The Academy also does a brief introductory statement for each flag. Additionally, we post the flag of honor (for our POW's and MIA's) along with the national flag. There is a specific order in which the flags appear. Post the flags, from left to right as you face the flags. The colors will be in the following order:

- United States
- Army
- Marine Corps
- Navy
- Air Force
- Coast Guard

At dining-ins the POW/MIA flag is also posted. Some services such as the Marine Corps, require a member of their service to be the only individual posting their colors. In this case, you can have their colors already in place or you may opt to not post them at all if their service isn't represented at the ceremony. After parading/posting of the colors, the president will call for the grace.

GRACE

The chaplain (a member of the mess) will say grace. Upon its completion, the president will rap once with the gavel, indicating everyone should take their seats.

TOASTING

In 1649, Oliver Cromwell took over the government of England after the execution of Charles I. The royal successor, James I, was in exile on the Continent. Thus, it came to pass that certain subterfuge developed in the military among those officers who remained loyal to the crown. Water

goblets formerly remained on the table during the toasts. Officers who were loyal to the uncrowned king always passed their wine over the water goblet. In this manner, they were secretly and silently saluting the royal exile, who was "over the water." When the clandestine homage surfaced, the least of the consequences was the removal of the water goblet prior to passing port, a custom that remains with us today.

A toast is the traditional and formal way of honoring a country, organization, or institution. It is disrespectful for an individual not to participate in a toast. A non-drinker need only go through the motion of holding the glass to his lips or request the wine substitute when selecting the meal. Never propose formal toasts to individuals. Toasts made to an office such as the CNO or the president are appropriate.

OPENING THE MESS

After all the members are in place, the colors posted, and the grace given, the president will open the mess and make welcoming remarks. After the president's remarks, formal toasting will commence. The president will rise and call for a toast to the Commander-in-Chief. At the sound of the gavel, Mr/Madam Vice rises and seconds the president's toast by saying, "Gentlemen/Ladies, to the Commander-in-Chief of the United States." Each member and guest then stands, repeats in unison the toast (e.g., "The Commander-in-Chief of the United States"), sips the wine and remains standing. Do not "bottoms-up" your drink on each toast. "Bottoms-up" only on the final toast to the U. S. Navy. Do not get caught in the position of having an uncharged/empty glass.

Immediately after the toast to the Commander-in-Chief, designated personnel will stand and propose the formal toasts as they appear in the program.

PARADING THE BEEF

After the toast to the organization, formal toasting will cease and the president will have Mr/Madam Vice "parade the beef." At that time, members of the dining-in committee will "parade the beef." They will enter the mess and make a big presentation of the meal to the head table, members of the mess and finally, to Mr/Madam Vice. Mr/Madam Vice will sample the meal to see if it is fit for Chief Petty Officer consumption.

ADDRESSING THE MESS

There is a formal way of obtaining permission to address the mess. This eliminates yelling matches and lends to more orderly mayhem. If you would like to address the mess, stand (when it won't interfere with other proceedings within the mess), identify yourself by saying, "Mr/Madam Vice, (state your rate and name) requests permission to address the mess" or "Mr/Madam Vice, (state your rate and name) has a point of order." Mr/Madam Vice will respond with, "what is the nature of your request" or "(rate and name of the person requesting permission), you may address the mess." Mr/Madam Vice may use wit to come up with something a little different here too, so remain flexible.

LIMERICKS, DITTIES, AND SKITS

There is no toasting during dinner. A member may stand, however, and address Mr/Madam Vice for the purpose of bringing to the attention of the entire mess topics of timely interest. This is called presenting a limerick or ditty.

Limericks and ditties should not be offensive to a member, and a member should present them in good fun and taste. A limerick should be witty to all and solicit a response from the "attackee." Remember, before presenting a limerick or ditty, you must receive acknowledgement from the president or Mr/Madam Vice. The tradition of chiding or poking good-natured fun at fellow members of the mess is traditional done during dining-ins. This is a form of self-generated fun and entertainment during dinner and serves to enhance camaraderie and unit/section esprit while remembering the formality of the occasion.

An example of a limerick to a person working as an information officer who has been unable to have his unit's news published in the local paper would be:

" There once was a writer named Bill,
Who bragged incessantly about skill;
But his efforts at writing,
Have been less than exciting
Since the paper has printed but nil."

Skits are another form of revelry used by the hosting organization to add entertainment to the dining-in. Each group will provide a skit for one another's enjoyment. They should be in good taste and should not offend any member of the mess. Some skits, used in the past, that were very enjoyable, were takeoffs from the movie "Stripes" where the group marches in chanting; poems; groups making themselves puppets behind a bed sheet and takeoffs from game shows.

THE BREAK AND SMOKING

After dinner, the president will direct a break so the stewards/waitresses may clear the mess area and to allow for the use of facilities and time to smoke. The smoking lamp will remain unlit in order to comply with the CNO's policy on smoking, however, to keep the tradition in tact, Mr/Madam Vice will maintain an unlit ceremonial lamp.

In the past, upon completing the meal, the president would direct the smoking lamp be lighted. Upon lighting the lamp, Mr/Madam Vice, or an appropriate representative, would light the lamp and announce, "the smoking lamp is lighted." At that time all members of the mess would light up and smoke fancy cigars. You can still do this, but it will have to be outside.

THE GUEST SPEAKER

After returning from the break, the president or another senior member will introduce the guest of honor who will impart wisdom upon the mess.

INFORMAL TOASTS AND FINES

After the guest speaker has spoken, the president will open the mess for informal toasting. Anyone who wishes to initiate a toast will briefly present justification for desiring such a toast, ending with the words of the proposed toast. Members of the mess greatly appreciate inspired wit and subtle sarcasm. If the president deems the toast justified, he/she will direct Mr/Madam Vice to second the toast in the same manner as in the formal toast.

When, in the judgment of the president, the informal toasting has sufficed, he/she will rap the gavel three times and commence the business of the mess by asking Mr/Madam Vice to read the list of offenders who have violated the customs and traditions of the mess. Mr/Madam Vice will assess suitable fines. The fines collected by the mess are normally designated to go for such things as charities or in the case of a school, a class gift. Normally, individuals will not pay more than \$5 in fines, however, there are always exceptions for those who crave the attention.

THE FINAL TOAST

The president will then, without rising, call for the final toast (to the United States Navy). Mr/Madam Vice will then proceed to the head table and fill each glass starting from the honored guest and ending with the president. The president then fills Mr/Madam Vice's glass, who faces the mess and proposes the toast. While Mr/Madam Vice is moving to the head table, all members of the mess rise and ensure their glasses are charged. When Mr/Madam Vice proposes the toast, the mess responds in unison, "To the United States Navy," everyone drains their glass and remains standing while the music man plays "Anchors Away."

ADJOURNING THE MESS

Following the toast to the United States Navy, the president will adjourn the mess and invite those present to join him/her in the lounge. Members and guests should remain in their places until the head table has left the mess. The lounge will open for the purchase of refreshments and members and their guests will be free to congregate. Attendees should not depart until the president and all official guests have departed.

Despite its formality and ritual, participation in the dining-in should be an enjoyable and enriching experience. Those who have attended previous dining-ins have found them to be so, and we hope this tradition will continue.

VIOLATIONS OF THE MESS

- As a member of the mess, you are a host and should act accordingly.
- Do not become intoxicated.
- Do not carry drinks or cigarettes into the dining room.
- Do not delay moving into the dining room.
- No one may take his/her place at the table after the official party has entered the dining area without going up to the president of the Mess and requesting permission to enter the mess.
- No one may leave the dining area without the permission of the president.
- Do not rap on glasses for attention or applause.
- Do not discuss politics or religion in the dining area.
- Do not discipline the stewards; refer the matter to Mr/Madam Vice.
- Do not drink the toasting wine until all members' glasses have been charged and the first toast proposed.
- Toasts are to institutions, never to persons by proper name.
- Do not get caught with an uncharged glass.
- Do not "bottoms-up" your glass on each toast, only on the final traditional toast.
- Do not stand or drink a toast to your own service--excluding the traditional toast.
- Do not depart until all the official guests have departed.

Note: Basically, the dining-out process is the same as dining-in except that during the dining-out non-military guests may be invited.